

Performance Review Checklist

EMPLOYEE, complete the following items under your status category and provide the appropriate documentation to your Supervisor (if you are unsure about your employee status category (non-represented or represented**), contact Amy Lazaro in HR, x6246).**

Non-Represented Employee

- ASPR with List of Publications (S&Es only)
- PRD Employee Self Assessment Worksheet

Represented Employee

- Employee Worksheet – OPTIONAL

ALL EMPLOYEES, check the box when you have completed the task and forward all applicable documentation to your supervisor:

- Signed/Verified Property Report
- Training Profile
- JHQ (if applicable)
- Travel voucher(s) or Foreign Travel Report(s) (if applicable)
- Request to Engage in Outside Employment (if applicable)
- Request to Teach at UCB (if applicable)

SUPERVISOR, complete following items for either your **non-represented or represented employee.**

Non-Represented Employee

- PRD Form
- Position Description

Represented Employee

- P2R Form
- Position Description
- Performance and Development Planning Worksheet (For RX and TX Employees)

SUPERVISOR, this ENTIRE checklist can assist you when in completing an employee's evaluation package for non-represented and/or represented employees. Forward the employee evaluation packages to your Department Head when they are completed.

[[Back to PRD/P2R Information Page](#)]